Declassified in Part - Sanitized Copy Approved for Release 2011/11/15 : CIA-RDP89G00643R000900090025-2

Date

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EXA/DA		JAN 1987
2. MS/DA		11 JAN 1987
3. ADDA		14 JAN 1987
4. ~~DDA~~		
5.		

	Action		File		Note and Return
	Approval		For Clearance		Per Conversation
	As Requested		For Correction		Prepare Reply
	Circulate		For Your Information		See Me
	Comment		Investigate		Signature
	Coordination		Justify		

REMARKS

DO request for OK to reconfigure existing HQS space (2D55). Requires DDA concurrence.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102 ☆ U.S. GPO: 1986—491-247/40012 **OPTIONAL FORM 41 (Rev. 7-76)** Prescribed by GSA FPMR (41 CFR) 101-11.206

Declassified in Part - Sanitized Copy Approved for Release 2011/11/15 : CIA-RDP89G00643R000900090025-2

Declassified in Part - Sanitized Copy Approved for Release 2011/11/15 : CIA-RDP89G00643R000900090025-2

DDA SUBJECT FILE COPY

87-0032

~~CONFIDENTIAL~~

DDA/REG
LOGGED

23 December 1986

MEMORANDUM FOR: Deputy Director for Operations

THROUGH: Chief, Evaluation and Plans Staff

25X1 FROM: [redacted]
Chief, Policy and Coordination Staff

SUBJECT: Space Reconfiguration

1. Approval is requested to proceed with reconfiguration of approximately 935 square feet of space in the 2D55 Headquarters building. The purpose is to improve the work
25X1 space occupied by the [redacted] of the Policy and Coordination Staff. The current layout of the area is totally inadequate and must be redesigned to better utilize the space, relieve serious overcrowding, safety and air flow problems, and make room for an additional position. The renovation will open up the area to better accommodate all personnel and permit the addition of the new position. As indicated, the open space concept will be utilized, thus permitting use by any future occupant.

2. A reconfiguration plan has been drawn up by OL/FMD and the estimated cost of the renovation is $10,000 and estimated furniture cost is $20,000. This requirement has been under consideration for some time and is desperately needed to relieve the conditions stated above. We have reviewed our
25X1 budget and believe we have located funds [redacted] which could be reallocated to cover these costs.

25X1 [redacted]

~~CONFIDENTIAL~~

45-17

Declassified in Part - Sanitized Copy Approved for Release 2011/11/15 : CIA-RDP89G00643R000900090025-2

Declassified in Part - Sanitized Copy Approved for Release 2011/11/15 : CIA-RDP89G00643R000900090025-2

SUBJECT: Space Reconfiguration

CONCUR:

25X1

[redacted]

Chief, Evaluation and Plans Staff — 9 JAN 1987 Date

APPROVED:

/s/ Clair E. George

Deputy Director for Operations — 9 JAN 1987 Date

for Deputy Director for Administration — 14 JAN 1987 Date

Distribution:
Original - C/PCS/CSS
1 - C/EPS
1 - DDO/Registry
1 - DDA

Declassified in Part - Sanitized Copy Approved for Release 2011/11/15 : CIA-RDP89G00643R000900090025-2